

NFSIA: Checklist for Application		
Form	Where to Find the Form	Additional Information
<b><i>Program Narrative</i></b> (You must attach all relevant documents as part of a <b>single</b> Program Narrative file in GMS.)		
Program Narrative	you will provide	
Proposal Abstract	you will provide	
Table of Contents	you will provide	
Letters of cooperation from organizations collaborating in the project, if any	you will provide	
Forensic science plan	you will provide	
Names and affiliations of all key persons from applicant and subcontractor(s), advisors, consultants, and advisory board members. Include name of principal investigator, title, organizational affiliation (if any), department (if institution of higher education), address, phone and fax numbers, and e-mail address	you will provide	
Résumés of key individuals	you will provide	
Appendixes, if any (e.g., State plan; facility construction detail sheet; list of previous NIJ awards, their status, and products [in NIJ or other publications])	you will provide	
References	you will provide	

Checklist for NFSIA Discretionary Funds Applications		
Form	Where to Find the Form	Additional Information
<b>Budget Detail</b> (You must attach all relevant documents as part of a <b>single</b> Budget Detail file in GMS.)		
Budget Detail Worksheet	<a href="http://www.ojp.usdoj.gov/forms.htm">http://www.ojp.usdoj.gov/forms.htm</a> *	While you are required to use the categories on the form provided, you are not required to use the pdf form. You may use other software (e.g., word processing or spreadsheet software) to create this worksheet. A Sample Budget Detail Worksheet is available at: <a href="http://www.ncjrs.org/pdffiles/budgetws.pdf">http://www.ncjrs.org/pdffiles/budgetws.pdf</a> .
Budget Narrative	you will provide	See “How much detail should be included in the budget narrative?” in the <i>Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research</i> ( <a href="http://www.ojp.usdoj.gov/nij/funding_app.htm">www.ojp.usdoj.gov/nij/funding_app.htm</a> ).
Negotiated Indirect Rate Agreement (if appropriate)	you will provide	

Checklist for NFSIA Discretionary Funds Applications		
Form	Where to Find the Form	Additional Information
<i>Forms Filled Out as Part of GMS</i>		
Standard Form (SF) 424—application for Federal assistance	GMS	Completing the user profile and summary budget detail on GMS completes your SF 424. The CFDA number for this program is 16.560.
Assurances	GMS	You will provide an electronic signature online by accepting the terms outlined in the “Assurances.”
Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (one form)	GMS	You will provide an electronic signature on line by accepting the terms outlined in the “Certifications.”

Checklist for NFSIA Discretionary Funds Applications		
Form	Where to Find the Form	Additional Information
<b><i>Other Program Attachments</i></b> (must be attached as part of a <b>single</b> file in GMS)*		
Disclosure of Lobbying Activities	<a href="http://www.ojp.usdoj.gov/forms.htm">http://www.ojp.usdoj.gov/forms.htm</a>	Required only if your organization employs a paid, registered lobbyist.
Geographic Areas Affected Worksheet	<a href="http://www.ojp.usdoj.gov/forms.htm">http://www.ojp.usdoj.gov/forms.htm</a>	
<p><i>* These forms are in Adobe Portable Document Format (pdf). In order to view the document in its fillable form, you MUST have Adobe Acrobat Reader 5.0, which can be downloaded from <a href="http://www.adobe.com">www.adobe.com</a>. Note that Adobe Acrobat Reader 5.0 will allow you only to view, fill in, and print the form, but not to save it. To save the form you must have the full version of Adobe Acrobat or Adobe Acrobat Approval software, which must be purchased.</i></p> <p><i>If you do not have access to one of these two commercial software products, you will need to: 1) Fill the forms out in Acrobat Reader, 2) Print the forms, 3) Scan the forms into a single file. (Take care to keep the size of the scanned file as small as possible to make the upload into GMS as quick as possible.)</i></p>		